

CITY OF MILFORD
REGULAR MEETING
DECEMBER 2, 2014
MINUTES

A regular meeting of the Mayor and Council of the City of Milford, Nebraska was held at the Webermeier Library Building in said City on the 2nd day of December at 7:30 pm. Present were: Mayor Dean A. Bruha; Council members: Jeff Baker, Rick Fortune, Jeff Heckman; Attorney Robert Blevens; Chief of Police Forrest Siebken; Library Director George Matzen and City Clerk Jeanne Hoggins. Absent: Maintenance Supt. Gary TeSelle. Also present: Elaine Plessel, Shelly Mowinkle, Kevin Wingard and Kendall Hoggins.

Notice of the meeting was given in advance thereof by publishing in the Milford Times; a designated method for giving notice, as shown by the Affidavit of Publication attached to these minutes. Notice of the meeting was given to the Mayor and all members of the Council and a copy of their acknowledgement of receipt of notice and the agenda is attached to these minutes. Availability of the agenda was communicated in the advance notice and in the notice to the Mayor and Council of this meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

CALL TO ORDER: Mayor Dean Bruha called the meeting to order at 7:35 pm. and publicly stated to all in attendance that a current copy of the Nebraska Open Meetings Act is available for review and is posted on the east wall of the Webermeier Library Meeting Room.

MINUTES: A motion was made by Baker and seconded by Heckman to approve the minutes of the November 4, 2014 meeting. Roll call vote: Baker yes, Heckman yes, Fortune yes. Motion carried.

PAYMENT OF BILLS: A motion was made by Heckman and seconded by Fortune that the following accounts payable bills in the amount of \$143,925.81 and payroll in the amount of \$27,658.77 totaling \$171,584.58 approved by the Auditing Committee be approved for payment. Roll call vote: Heckman yes, Fortune yes, Baker yes. Motion carried.

SALARIES:

58111	Mark Frey	310.98
58112	Forrest Siebken	1394.89
58113	Kendall Hoggins	1157.13
58114	Mavis Ferris	79.64
58115	Jeanne Hoggins	1412.94
58116	Gary TeSelle	782.92

58117	Robert Hull	1006.44
58118	George Matzen	774.83
58119	Jenna Filbert	319.99
58120	Benjamin Rediger	1154.54
58121	Erica Pallas	771.44
58122	Kile Jackson	1077.32
58123	Scott McNeil	896.65
58124	Sarah Long	116.18
58125	Craig Carritt	10.05
58126	Jessica Wang	93.74
58127	Robin Kremer	612.55
58128	Jeff Troyer	845.43
58129	Sarah Heliker	141.83
58130	Shannon Stone	479.76
58187	Forrest Siebken	1394.89
58188	Kendall Hoggins	1157.13
58189	Mavis Ferris	61.54
58190	Jeanne Hoggins	1412.94
58191	Gary TeSelle	782.92
58192	Robert Hull	1054.60
58193	Bryce Johnson	184.70
58194	George Matzen	774.83
58195	Jenna Filbert	296.52
58196	Ben Rediger	1035.31
58197	Erica Pallas	799.73
58198	Kile Jackson	1177.65
58199	Scott McNeil	1131.65
58200	Sarah Long	95.68
58201	Jessica Wang	87.04
58202	Robin Kremer	465.06
58203	Jeff Troyer	838.23
58204	Sarah Heliker	268.58
58205	Dean Bruha	184.70
58206	Jeff Baker	138.52
58207	Rick Fortune	138.52
58208	Dan Kral	138.52
GENERAL FUND:		
58062	Aurora Baumbach- Deposit Refund	21.57
58063	Gloria Celedon- Deposit Refund	41.35
58064	Dennis Harrigan- Deposit Refund	75.00
58065	Brandie Neeman- Deposit Refund	44.09

58066	David Renz- Deposit Refund	65.37
58067	Wayne Saville- Deposit Refund	5.13
58109	US Postmaster- Utility Billing Postage	207.16
58110	Nebraska Public Power District- Service for Sept	631.01
58132	Kansas Payment Center- Child Support	230.31
58133	Union Bank- HSA	405.00
58131	Retirement Plans Division- Pension	1607.76
58134	Aflac- Dis, Cancer, ACC., Supply	433.48
58135	Aramark- Pants & Rags	779.78
58136	AT&T- Library Long Distance	26.01
58137	Black Hills Energy- Service for October	150.01
58138	Bob Boshart- Convention, Travel, Meals	587.50
58139	Bob's Automotive- Truck Repairs	619.70
58140	Canon Financial- Contract Charge	254.00
58141	Canon Solutions America- Copies, Maint Base	82.85
58142	Concrete Works- Storm Sewer	2740.00
58143	Crete Lumber- Seed Draw, Seed Pool	593.85
58144	Culligan Water Conditioning- Water	40.50
58145	Diode Communications- Internet	55.22
58146	Eakes Office Solutions- Ink, Name Plate, Bind	178.02
58147	Farmers' Cooperative- Fuel for October, Tire Repair	1230.76
58148	G&P Development- Roof Repair Debris	41.81
58149	Hatcher Gun Co. - Ammunition	517.60
58150	Hawkins Inc. - Azone, LPC-4, Freight	1750.51
58151	Jeanne Hoggins- Sam's- Paper Products	28.86
58152	JEO Consulting Group, Inc. - Energy Element	260.00
58153	John Deere Financial- Repair, Cleaning	205.04
58154	Johnson Service Company-Cleaning	5797.40
58155	Kremer's Inc. - Heater Lab Room	444.00
58156	Matheson Tri-Gas, Inc.-02 & Air Bottle Rental	96.72
58157	Milford Valu Rite Pharmacy- EPI Adult & Jr Pens	700.00
58158	Municipal Pipe Services, Inc. - 6" Line Stop	2484.50
58159	NE Municipal Clerks Assoc. - Clerk School-Jeanne	223.00
58160	Nebraska Motor Parts Co- Repairs Trucks	56.14
58161	Nebraska Public Power District- Service for October	5108.86
58162	NMC Exchange LLC- 2000 GMC Repairs	459.36
58163	One Call Concepts- Locates	29.25
58164	Pac-N-Save Milord- Dog Food	3.89
58165	Paper Tiger Shredding- Minimum Pick-Up	50.00
58166	Pizza Kitchen- Catered Meals	481.88
58167	Police Chiefs Assoc. of NE- Membership	30.00

58168	Roxanne Roth- Cleaning Services	50.00
58169	Sack Lumber Company- Well #1 Siding, Roof Repair	346.18
58170	Servi- Tech Inc.- Sewer Test	96.70
58171	Seward County Independent- Notices	185.82
58172	Seward Lumber- Roof Repairs	103.24
58173	Shell Fleet Plus- Car-Gas	43.56
58174	Subway Motors Co- Car-Brakes	580.19
58175	TCA Outdoor Power- Drain Plus & Shipping	16.99
58176	Tvrdy's Lock & Key- Doors Re-Locked	128.00
58177	Uribe Refuse Services, IN- Garbage Service	96.00
58178	Verizon Wireless- Cellphones	95.18
58179	Verizon Wireless- P- Dept Cellular	104.95
58180	Waste Connections of Nebraska- Trash for Oct.	112.83
58181	Windstream Nebraska Inc- Services for October	266.80
58182	Zito Media- HD Cable Services	5.47
58183	Jeff Baker- Check Replacement	138.52
58184	Megan Kremer- Check Replacement	175.98
58185	Shannon Horsley – Replacement Check	8.37
58205	Retirement Plans Division- Pension	1607.76
58206	Kansas Payment Center- Child Support	230.31
58207	Union Bank- HSA	405.00
58212	Ackerman Rock & Gravel-Rock & Gravel	1377.45
58213	Blevens Law Office- Legal Services for Nov.	350.00
58214	Blue Cross & Blue Shield- Dental Ins. Dec.	321.95
58215	Card Service Center- Supplies	1766.54
58216	Card Service Center, JM- Pants, Crutchfield, Stryker	505.51
58217	Cash-WA Distributing- Food, Supplies	208.13
58218	CBS-Reporting Services- Background Check	68.30
58219	Petty Cash- Clock, Clorox, Postage, Stamps, Schwan's	69.83
58220	Co Opportunity Health- Health Ins. Nov. 2014	6256.60
58221	Data Technologies, Inc.- 2015 Lic. & Support Fee	4312.68
58222	Dearborn National Life Ins. Co.- Life Insurance	120.40
58223	EBS-RMSCO, Inc.- Vision Ins. Nov. 2014	91.09
58224	Erica Pallas- Mileage to Seward	15.12
58225	Fastenal Company-Sweeper Parts	2.38
58226	Jim Stutzman-Refund Bldg. Permit	50.00
58227	JR Welding- Storm Drain Grates	77.52
58228	Kustom Signals, Inc.- Mounting Kit for Radar AN	70.00
58229	Law Enforcement Systems, Inc.- Accident Info. & Ship.	63.00
58230	Menards-Lincoln North- Roof Supplies, Stair Repair	268.18
58231	Milford School District #5- Licenses, Fines	330.00

58232	Municipal Supply, Inc. of NE- Water Line Repair	74.50
58233	Nebraska Public Health- Lab Tests-Water	92.00
58234	Newman Traffic Signs- Street Signs	141.41
58235	O'Keefe Elevator Company, Inc.- Elevator Insp.	889.38
58236	Office Depot- Stackable Trays	24.94
58237	Pac-N-Save Milford- Supplies, Food	223.39
58238	Pizza Kitchen- Nov. 11 th Evening Meal	390.16
58239	Police Chiefs Assoc. of NE- 4 Assoc. Membership	60.00
58240	RACOM Corporation-Earphone Kit, Portable CA	312.00
58241	Servi-Tech Inc.- Lagoon Water Test	96.70
58242	Seward County Clerk-2014 General Election Cos	66.07
58243	Shell Fleet Plus- Fuel Expense	676.09
58244	Shell Fleet Plus- Gas	35.54
58245	Storey Kenworthy/ Matt Parrott- Checks	762.25
58246	Sunrise Country Manor- Daily Meals	614.25
58247	Talley Communications- Lithium Ion Batteries.	392.34
58248	Gary TeSelle-Acct #5562939, Medicare Part D	400.50
58249	Uribe Refuse Services, In- Trash Service	37.00
58250	Verizon Wireless- Cellphones/Data	109.38
58251	Verizon Wireless- Well Control Monitor	40.01
58252	Walmart Community BRC- Office Supplies, Food	960.47

REPORTS OF OFFICERS, BOARDS AND COMMITTEES: Written reports received were Milford Housing Authority minutes for November 13, 2014; Milford Aging Services Committee minutes for November 25, 2014; Library Board minutes for October 21, 2014; Recreation Board minutes for November 18, 2014; Police Dept. activity report for September, 2014. Fortune - Well #4 went down and if this would have happened in the summer we would have been in trouble. This is the conversation that we have been having regarding setting up the blending process. We need to move forward on this project after receiving the paperwork from JEO. Matzen reported 151 Overdrive checkouts and 1044 circulation checkouts. The controller unit was replaced on the furnace as it was blowing cold air. Baker attended the Milford Aging Services meeting and the Recreation Board meeting. The Recreation Board has been approached about taking over the spring and fall AYSO Soccer League. The current leaders would like to transition out as they no longer have children involved. Discussion has been held regarding equipment as well as having Erica Pallas shadow the leaders this spring to get a feel for what is involved. The Milford Aging Services Committee discussed ideas for the donated funds. They walked thru the building and ideas of remodeling the kitchen, laying hardwood floors and basically remodeling the entire first floor was the main focus.

They are bringing in a consultant for guidance. It is planned to tour other Sr. Center's along the I-80 corridor. Chief Siebken - Officer McNeil has been cleared and is back to regular duty status. He will be attending the Police Academy from Jan. 4, 2015 to April 24, 2015. Officers Stone and Johnson have filled in for the Police Dept. and Officer Corder will be working day shift tomorrow. City Clerk Hoggins - Mayor Bruha presented the proclamation for Veteran's Day. The audit was held Nov. 12 -14 and went well. The Planning & Zoning meeting for Nov. 18 was cancelled due to no quorum. A Public Hearing was scheduled to present the Energy Element information which would be an addition to our Comprehensive Plan. The Public Hearing is rescheduled for December 17, 2014.

COMMUNICATIONS: *Sales tax received for the month of September 2014 in the amount of \$16,526.59. *NPPD third quarter 2014 lease agreement payment received in the amount of \$63,455.67. *Notification from Zito Media of a rate increase as of January 1, 2015.

UNFINISHED BUSINESS: Discuss/Action – Future Technologies

Wireless Internet Contract: Baker researched reports from other communities and noted a concern with providing staff in the middle of the night to allow access into the locked fence area of the water tower. We would have to pay overtime to cover this request. Blevens questioned if we have to accompany them for liability reasons or do we give them a key? The Council questioned, is it worth what they are getting? Library Director Matzen noted the benefits of having additional internet service would be great. Discussion was held regarding an additional rent payment along with the free connections. The council decided to research a little further into what other communities are being paid to allow use of their water towers. A motion was made by Fortune and seconded by Heckman to table this item until the January meeting. Roll call vote: Fortune yes, Heckman yes, Baker yes. Motion carried.

NEW BUSINESS:

Notice of Vacancy for Ward I Council member: Mayor Bruha announced a vacancy for Council member in Ward I and ordered posting of notice in three public places with a term to expire November 30, 2018.

Appointment: A motion was made by Fortune and seconded by Heckman to approve the Mayor's recommendation to reappoint Jim Kremer to the Housing Authority term ending 12/1/2017. Roll call vote: Fortune yes, Heckman yes, Baker yes. Motion carried.

A motion was made by Heckman and seconded by Fortune to approve the Mayor's recommendation to reappoint Kevin Wingard to the Planning & Zoning Commission term ending 2/1/2017. Roll call vote: Heckman yes, Fortune yes, Baker yes. Motion carried.

A motion was made by Fortune and seconded by Heckman to approve the Mayor's recommendation to reappoint Kevin Wingard to the Economic Development Committee term ending 12/31/2016. Roll call vote: Fortune yes, Heckman yes, Baker yes. Motion carried.

A motion was made by Heckman and seconded by Fortune to approve the Mayor's recommendation to reappoint Jim Kremer to the Economic Development Committee term ending 12/31/2016. Roll call vote: Heckman yes, Fortune yes, Baker yes. Motion carried.

Council Assignments: With no request for change, Mayor Bruha recommended leaving the Council assignments as they are. A motion was made by Fortune and seconded by Heckman to accept the Council assignments as presented. Roll call vote: Fortune yes, Heckman yes, Baker yes. Motion carried.

Election of Officers: A motion was made by Fortune and seconded by Heckman to elect Jeff Baker as President of Council. Roll call vote: Fortune yes, Heckman yes, Baker yes. Motion carried.

A motion was made by Fortune and seconded by Baker to elect Jeff Heckman as Acting President of Council. Roll call vote: Fortune yes, Baker yes, Heckman yes. Motion carried.

Appointments:

Chief of Police: A motion was made by Heckman and seconded by Baker to approve the Mayor's recommendation to reappoint Forrest Siebken as Chief of Police. Roll call vote: Heckman yes, Baker yes, Fortune yes. Motion carried.

City Clerk/Treasurer: A motion was made by Baker and seconded by Heckman to approve the Mayor's recommendation to reappoint Jeanne Hoggins as City Clerk/Treasurer. Roll call vote: Baker yes, Heckman yes, Fortune yes. Motion carried.

Maintenance Supt.: A motion was made by Fortune and seconded by Heckman to approve the Mayor's recommendation to reappoint Gary TeSelle as the Maintenance Supt. Roll call vote: Fortune yes, Heckman yes, Baker yes. Motion carried.

Street Supt.: A motion was made by Baker and seconded by Heckman to appoint Troy M. Johnston from JEO Consulting Group, Inc. as our 2015 Street Superintendent. Roll call vote: Baker yes, Heckman yes, Fortune yes. Motion carried.

Library Director: A motion was made by Heckman and seconded by Fortune to approve the Mayor's recommendation to appoint George Matzen as the Library Director. Roll call vote: Heckman yes, Fortune yes, Baker yes. Motion carried.

Discuss/Action – Sr. Center Repairs: Baker deferred the discussion to Kendall Hoggins as he has been working with Central Contracting. Hoggins reported that their proposal is to dig down 2.5 feet and put a rubber membrane along the north and east foundation walls, remove lawn to about 10' north of the building re grade and re sod. The proposal is attached to these minutes. Central Contracting did not address any issues in their proposal regarding the west side of the building. They would like to have an engineer research piping size to handle the storm water runoff allowing it to drain into the storm sewer. They do not want to guess what size of pipe is needed to handle the water. The gutters on the building west of the Sr. Center are too small and cannot handle the water coming off the metal roof. By code, you cannot dump water onto neighboring property. The mold issue has not been addressed either. There will be some drywall that will need to be replaced as well as treating the mold. The stairs have been replaced and the stair grips have been installed. The Council would like Central Contracting to add an addendum to this proposal addressing the drainage on the west side of the Sr. Center using a 12" drainage pipe. Baker and Heckman asked Hoggins to visit with the neighbors to the west to consider a cost sharing on the drainage issue between the buildings. This project has not been budgeted and does not meet the requirements for use of the donated money. J. Hoggins noted that we can take it out of the Sr. Center repair and maintenance to track the project. This line item will be in the hole but we work with an overall budget and the funds are there. Council agreed that this project needs to be done. A motion was made by Baker and seconded by Fortune to accept the bid from Central Contracting as presented and ask for an addendum for the additional work on the west side of the building and the southeast corner of the building. Roll call vote: Baker yes, Fortune yes, Heckman yes. Motion carried.

LED Project – Shelly Mowinkle & Kevin Wingard: The FBLA came up with the idea of updating the schools information sign along Hwy 6 by upgrading to a LED electronic board. The idea came about around Homecoming of this year and they were anticipating a 2 to 3 year project. The generosity of the community and alumni has been overwhelming and their 1 of 500 fund raising idea is about \$5,000.00 shy of meeting their goal of \$27,000.00. Photos of the proposed sign were passed around for the Council's viewing. Mrs. Mowinkle and Mr. Wingard made a proposal to the City Council inquiring interest in a joint funding effort to make the sign community oriented instead of just for the High School. The Community has had discussion about a welcome sign on the west side of town and they thought this would be a great opportunity to work together and make that happen. Discussion was held about creating a brick façade to incorporate the

welcome sign for the west entrance. The Council was interested and noted that later in the meeting they would be discussing names for appointment to the Community Betterment Committee. This committee is designed to research projects and present ideas for use of the donated money. They will keep this project in mind.

Approve Youth Basketball Coaches & set hour wage: A motion was made by Baker and seconded by Heckman to hire Alex Kenney & Jensen Meyer as youth basketball coaches at \$8.00 per hour. Roll call vote: Baker yes, Heckman yes, Fortune yes. Motion carried.

Approve Continuation Order – 2nd Semester, Webermeier Scholarships: A motion was made by Baker and seconded by Fortune to approve 22 Webermeier Scholarships at \$454.54 each for the second semester of the 2014-2015 school years. Roll call vote: Baker yes, Fortune yes, Heckman abstain.

Discuss – Increase Water & Sewer Rates: Nebraska Rural Water Association provided a study and a suggested rate increase for water and sewer. Fortune is recommending increasing water rates according to the study at \$11.95 per month plus \$1.85 per thousand gallons. The last water rate increase was in 2011. Hoggins asked to change the procedure of calculating sewer rates as our computer software will automatically figure an average of usage for January, February and March. We are currently comparing the usage of January and February and applying the higher month's usage as the sewer rate for the year, this is done manually. Allowing the computer to generate this rate will be much easier. Discussion was held as to calculating sewer rates for new residents moving into town after the 3 month history period. A rolling average was considered but it's not conducive with summer outdoor water use. A City average was also discussed and Hoggins was asked to research which months are considered when calculating the average. The rate of increase for sewer will be .50 per month and an additional .10 per thousand gallons. Hoggins will get with Attorney Blevens to create both ordinances for consideration at the next regular meeting.

Appointments to Community Betterment Committee: Discussion was held as to who might be good candidates for Community Betterment Committee. A few names were thrown into the hat and from those names 3 were chosen to contact. If these individuals agree to serve on the committee they will officially be approved at next month's meeting. Jeff Baker and Jeff Heckman volunteered to serve as the council members representing this committee.

Introduction and Adoption of Resolution – Hazard Mitigation Plan:

The following resolution was introduced by Baker, who moved its adoption, seconded by Fortune.

RESOLUTION NO. 513

WHEREAS, the Federal Disaster Mitigation Act of 2000 was signed in to law on October 30, 2000, placing new emphasis on state and local mitigation planning for natural hazards and requiring communities to adopt a hazard mitigation action plan to be eligible for pre-disaster and post-disaster federal funding for mitigation purposes; and

WHEREAS, a Multi-jurisdictional Hazard Mitigation Plan was prepared by Seward County, with assistance from JEO Consulting Group, Inc. of Lincoln, NE. which includes the jurisdiction of City of Milford.

WHEREAS, the purpose of the mitigation plan was to lessen the effects of disasters by increasing the disaster resistance of the County and participating jurisdictions located within the planning boundary by identifying the hazards that affect the City of Milford and prioritize mitigation strategies to reduce potential loss of life and property damage from those hazards, and

WHEREAS, FEMA regulations require documentation that the plan has been formally adopted by the governing body of Milford, NE in the form of a resolution and further requesting approval of the plan at the Federal Level; and

NOW, THEREFORE, the governing body of Milford, NE, does herewith adopt the Seward County Multi-jurisdictional Hazard Mitigation Plan in its entirety; and

PASSED AND APPROVED this 2nd day of December 2014.

Attest: _____
City Clerk

Mayor

(SEAL)

Discuss/Action – Train Horn: Discussion was held regarding the recent activity of moving dirt, locating water lines for boring and recent conversation about double tracking beginning in March. If the RR completes the double-tracking thru town it will definitely increase the trains and the noise. The Council reviewed their options again to silent the Walnut Street Crossing. #1 Put in the median, #2 Directional siren which is costly, #3 Close Walnut Street completely, which they feel is a bad idea. The median makes the most sense but may be difficult for grain trucks to maneuver the Park Ave. curve. Baker suggested contacting Coop and possibly working together to fund silencing the crossing if they want the crossing left open. Fortune noted we need to do something because the volume will increase if

they double track. Chief Siebken was asked to reach out to his RR contact and discuss options.

Authorize Mayors Signature – Roads Dept. Maintenance Agreement #95: A motion was made by Fortune and seconded by Baker to authorize Mayor Bruha to sign the State of NE Roads Dept. Maintenance Agreement #95. Roll call vote: Fortune yes, Baker yes, Heckman yes. Motion carried. The Council would like Mayor Bruha to include a letter requesting repairs to the Hwy 6 curve.

Introduction and Adoption of Ordinance – Building Permit Enforcement Policy 150/250/500: After discussion Council member Heckman introduced the following ordinance:

ORDINANCE NO. 886

AN ORDINANCE TO ADD CHAPTER 9, ARTICLE 2, SECTION 208 OF THE MUNICIPAL CODE TO PROVIDE FOR FINES AND PENALTIES FOR COMMENCING CONSTRUCTION WITHOUT FIRST OBTAINING A REQUIRED BUILDING PERMIT; AND FOR VIOLATION OF A CEASE AND DESIST ORDER TO CEASE CONSTRUCTION UPON ANY BUILDING OR IMPROVEMENT FOR WHICH A BUILDING PERMIT HAS NOT BEEN ISSUED; REPEALING ALL ORDINANCES AND PARTS OF ORDINANCES IN CONFLICT HEREWITH, AND PRESCRIBING THE TIME THIS ORDINANCE SHALL BE IN FORCE AND EFFECT. (See Ordinance Record)

Discussion – Dangerous Building Ordinance: Chief Siebken presented the City of Lincoln’s ordinance pertaining to dangerous buildings. He asked the Council to look it over and noted that some of the information could be beneficial for Milford’s use in creating an ordinance. Item will be placed on next month’s agenda.

Inspection of rental properties was brought up and will be placed on next month’s agenda.

ADJOURNMENT: A motion was made by Heckman and seconded by Baker to adjourn the meeting. Roll call vote: Heckman yes, Baker yes, Fortune yes. Motion carried and meeting adjourned at 10:31 pm.

Jeanne Hoggins, City Clerk

Dean A. Bruha, Mayor

CERTIFICATION

I, the undersigned, City Clerk of the City of Milford, Nebraska, hereby certify that the foregoing is a true and correct copy of proceedings had and

done by the Mayor and Council on December 2, 2014 that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and readily available for public inspection at the office of the City Clerk; that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting; that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public; that the said minutes from which the foregoing proceedings have been extracted were in written form and available for public inspection within ten working days and prior to the next convened meeting of said body; that all news media requesting notification concerning meetings of said body were provided advance notification of the time and place of said meeting and the subjects to be discussed at said meeting.

(SEAL)

Jeanne Hoggins, City Clerk